

STATE OF MISSOURI

2003

FLEET MANAGEMENT ANNUAL REPORT



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A. EXECUTIVE SUMMARY

Missouri's Fleet Management Program completed a number of initiatives in 2003 aimed at building a solid foundation for the future of fleet management in the State of Missouri. In July 2002, Governor Bob Holden signed legislation officially establishing the Fleet Management Program with the stated purpose of improving fleet management practices in the State of Missouri. The legislation requires the State Fleet Manager to produce an annual report outlining the status of the state vehicle fleet and recommend changes needed to improve fleet management within the state. This report includes details of progress made on the 2003 goals, the current state of the vehicle fleet and fleet management goals for 2004. A history of prior fleet management initiatives is included for reference purposes as Appendix A.

The state's fleet management program is assigned to the Office of Administration, Division of General Services. The program provides the following benefits:

- Serves as a resource for state agencies
- Coordinates statewide fleet management activities
- Monitors agency compliance with the State Vehicle Policy
- Administers the state Fleet Information System
- Pre-approves passenger vehicle purchases
- Reports the status of the state vehicle fleet annually to the Governor and the General Assembly

Missouri state agencies independently manage their vehicles in accordance with state statutes and the State Vehicle Policy. The Office of Administration develops policies with the assistance of agency fleet coordinators.

In 2003, the Fleet Management Program accomplished a number of significant achievements which laid the groundwork for future state fleet initiatives. Notable achievements included:

- Reduced state fleet by more than 969 vehicles since the inception of fleet management efforts
- Implemented a statewide Fleet Information System on July 1, 2003 which provides a means of tracking vehicle assignment, utilization and financial data essential for future fleet improvements
- Instituted a new vehicle preapproval process on July 1, 2003, requiring review of agency policy compliance prior to the purchase of new vehicles
- Developed a *Trip Optimizer* tool to aid state employees in making appropriate travel decisions

Fleet Management Program goals for 2004 include reducing the number of underutilized vehicles, continued evaluation of fleet financing options, further analysis and refinement of state vehicle data and exploration of other fleet efficiency options.

B. AGENCY FLEET COORDINATORS

The Fleet Management Advisory Committee (FleetMAC) is comprised of representatives from state agencies who provide valuable input into decisions affecting fleet management within the state. Agency fleet coordinators serve as a single point of contact between the State Fleet Manager and their respective agency on all fleet related issues.

Agency fleet coordinators are listed below:

Agriculture	Alan Clements
Attorney General's Office	Arlene Boessen
Auditor's Office	Mark Henley
Conservation	James Gerling
Corrections	Joan Hays
Economic Development	Steve Waters
Elementary & Secondary Education	Rich Villmer
Governor's Office	Jeannie Walton
Health & Senior Services	Mark Reading
Higher Education.	Janelle Jaegers
Insurance	Shirley Gerling
Labor & Industrial Relations	Doug Stephan
Mental Health.	Mike Haake
Missouri Lottery	Rick Petty
Missouri State Highway Patrol	Larry Rains
Natural Resources	Stan Perkins
Office of Administration	Cynthia Dixon
Public Safety	Rhonda Irely
Revenue	Brenda Binkley
Secretary of State	Jerri Snodgrass
Social Services	Al Gage
State Courts Administrator	Donna Melcher
State Tax Commission	Stacey Jacobs
Transportation	Donnell Rehagen
Treasurer's Office	Nancy Cox

C. 2003 PROGRAM UPDATE

Goals Overview

The State Fleet Management Program made significant progress in implementing the goals outlined in the 2002 Annual Report. The table below illustrates the status of each goal. Further explanation is provided on pages 8-18.

GOAL	STATUS	For more information, go to page:
1. Reduce the number of passenger vehicles by 10%	Complete. Additional reductions ongoing	8
2. Implement a new vehicle preapproval process	Complete	10
3. Revise the State Vehicle Policy to further reduce the number of commuting vehicles	Policy to be issued on 2/1/04	11
4. Implement the statewide Fleet Information System	Complete	12
5. Analyze potential for savings through contracted vehicle maintenance services	Surveyed other states, will continue to explore options for savings	14
6. Analyze the cost/benefits of various fleet-financing options	Evaluating municipal leasing as a viable low cost alternative to outright purchase	16
7. Analyze the feasibility of sharing resources between state agencies	Analyzing MoDOT's fuel contract to determine cost effectiveness of purchasing fuel from their bulk tanks	17
8. Revise the State Vehicle Policy to indicate vehicle types permitted to have less than 15,000 miles annual usage	Exploring feasibility of establishing normal ranges for vehicles used in specific functions (i.e.: mail, maintenance)	18
9. As required in Section 37.350 RSMo., the Office of Administration will establish guidelines for determining the most cost-effective and reasonable modes of travel for single trips from the following options: passenger rail, vehicle rental, fleet checkout and reimbursement for personal vehicle use	Complete	18

C. 2003 PROGRAM UPDATE

Fleet Reduction

GOAL 1: Reduce the number of passenger vehicles by 10%

Since the beginning of the state fleet initiative, agencies have reduced the number of state vehicles by 969. State agencies continue to evaluate their fleet's utilization to meet standards outlined in the State Vehicle Policy and make adjustments as necessary to be in compliance. The table on this page shows the reduction made by each agency.

Fleet Reduction Efforts Continue in 2004

On January 2, 2004, the Commissioner of Administration directed an initial 25% reduction in the number of passenger vehicles driven less than 5,000 miles per year. While some allowances may be made due to vehicle purpose or other circumstances of their use, agencies will be asked to justify retaining vehicles driven less than 5,000 miles annually.

Agency	Change in Fleet Size
Governor's Office	0
Attorney General	0
State Treasurer	0
State Auditor	0
Agriculture	-24
Conservation	-198
Corrections ¹	-2
Economic Development	-13
Elementary & Secondary Education	1
Health & Senior Services ²	60
Higher Education	0
Insurance	-2
Labor & Industrial Relations	-5
Mental Health	-59
Natural Resources ³	-29
Office of Administration	-37
OSCA	1
Public Safety (excluding Highway Patrol)	-50
Missouri State Highway Patrol	-64
Revenue	-4
Secretary of State	0
Social Services ²	-87
State Tax Commission	0
Lottery	-8
Transportation ⁴	-449
TOTAL	-969

¹ Corrections had two approved budgetary expansions for new prisons in Charleston and Bonne Terre. Corrections reports that they actually reduced their fleet by 55 vehicles taking out the approved expansions.

² 55 vehicles were transferred from Social Services to Health in the Division of Aging transfer.

³ Natural Resources had two approved budgetary expansions for two state parks. Their actual reduction was 31 vehicles.

⁴ The reductions in MoDOT's fleet include licensed and non-licensed units.

C. 2003 PROGRAM UPDATE

Fleet Reduction

The State Fleet Management Program has advised the Department of Mental Health and the Missouri State Highway Patrol that their pool vehicle utilization levels are not in compliance with the State Vehicle Policy. Both agencies have agreed to reduce their fleets accordingly to meet the policy standard.

Additionally, the Missouri Department of Transportation continues efforts to “right – size” their overall fleet. MoDOT officials have indicated that 209 tractors and 52 motorgraders have been targeted for elimination.

C. 2003 PROGRAM UPDATE

Vehicle Pre-approval Process

GOAL 2: Implement a new vehicle pre-approval process

To contain growth in the state fleet, all new or used passenger vehicles less than 8,500 GWV (Gross Vehicle Weight), with the exception of law enforcement pursuit vehicles driven by POST⁵ certified law enforcement officers, must now be pre-approved before purchase.

Agencies must submit a Vehicle Pre-Approval Form to the State Fleet Manager for review and their fleet must be compliant with the minimum use standards outlined in the State Vehicle Policy before approval will be granted.

The vehicle pre-approval process has proven to be an effective tool in managing the size of the state passenger vehicle fleet. Benefits of the process include:

- 1.) Review of agency compliance with minimum utilization standards in the State Vehicle Policy
- 2.) Review of appropriateness of vehicle types to be purchased
- 3.) Agencies must identify specific vehicles to be surplus. This will facilitate follow up reviews to ensure the vehicles to be replaced were actually disposed of, therefore, controlling growth in the state fleet.

⁵ Peace Officers Standards Training Program administered by the Missouri Department of Public Safety.

C. 2003 PROGRAM UPDATE

Commuting Policy Revision

GOAL 3: Revise the State Vehicle Policy to further reduce the number of commuting vehicles.

The State Fleet Management Program revised the commuting definition and provisions in the State Vehicle Policy. The changes define the types of commuting to be consistent with IRS regulations and further restrict circumstances where commuting is allowable. A previous provision allowing employees to commute if they are on call an average of four or more times per month in a *non-specially equipped* vehicle was deleted from the policy.

Beginning in February 2004, the State Fleet Manager must approve all reportable commuting assignments. This new procedure is similar to fleet policies of other states and will facilitate uniformity in reportable commuting assignments across state agencies. The State Vehicle Policy containing the new commuting language is available in Appendix C. Commuting statistics by agency are available on page 31.

C. 2003 PROGRAM UPDATE

State Fleet Information System

GOAL 4: Implement the State Fleet Information System

The web-based State Fleet Information System was developed in-house by the Office of Administration and implemented on July 1, 2003, saving approximately \$200,000 in system development costs. Additionally, there are no ongoing charges to agencies for use of the system except certain State Data Center charges. Benefits of the information system include:

- **Uniform reporting of state vehicle data from all state agencies**

Agencies are required under statutory authority in Section 37.450 RSMo to report vehicle data in a consistent format determined by the State Fleet Manager.

- **Statewide fleet analysis including the ability to monitor agency compliance with the State Vehicle Policy**

Agency compliance with the State Vehicle Policy will be reviewed regularly via data from the State Fleet Information System.

- **Accurate and consistent count of the number of state vehicles**

Since fleet sizes fluctuate throughout the year as vehicles move in and out of service, the State Fleet Information System provides consistent counts of the number of active vehicles.

- **Reconciliation of vehicle data with the Department of Revenue**

The Office of Administration, in conjunction with the Department of Revenue, has written computer programs to reconcile data on a quarterly basis between the State Fleet Information System and state vehicle data maintained by the Department of Revenue.

C. 2003 PROGRAM UPDATE

State Fleet Information System

- **Improved efficiencies by generating required reports and automating the transfer of data for vehicle maintenance and repair costs**

Each month, data for service orders performed by the OA Vehicle Maintenance facility are imported into the State Fleet Information System, saving data entry time.

- **Submission of required alternative fuel and vehicle data to the Department of Natural Resources**

The State Fleet Information System prepares reports on behalf of agencies as required under Sections 414.700 – 414.717 RSMo., saving state agencies time and resources and eliminating duplicate reporting to the Office of Administration and Department of Natural Resources.

C. 2003 PROGRAM UPDATE

Maintenance of State Vehicles

GOAL 5: Analyze potential for savings through contracted vehicle maintenance services.

Survey of Other States

A survey of other state's vehicle maintenance and repair practices was completed to determine how other states perform or provide services. Findings from the study include:

- States use a variety of cost containment strategies such as:
 - State owned maintenance facilities
 - Statewide or regional service contracts
 - Contracted vendor maintenance service
- Many states have a central maintenance facility similar to OA Vehicle Maintenance. Additionally, many states have other state owned maintenance facilities operated by Departments of Transportation, Corrections, etc.
- Statewide or regional contracts are issued for services or materials such as transmissions, engine work, bodywork, alignments or other major repairs.
- Some states use a national contracted maintenance management program that provides referrals to network service providers at discounted rates. Cost for this service is dependent upon the types of services selected but can range from \$3 – 10 per month per vehicle.

Current State Maintenance Services

The State of Missouri has a central maintenance facility that offers approximately 41% savings in maintenance costs for state vehicles located in the Jefferson City area. In FY'03, the OA Vehicle Maintenance facility completed nearly 5,500 work orders for approximately 1,400 state vehicles. The Departments of Conservation and Transportation have similar maintenance facilities throughout the state. The Department of Corrections performs most of its preventative maintenance and repairs work on its vehicles, while other agencies operating vehicles outside of Jefferson City utilize commercial maintenance facilities for repairs.

C. 2003 PROGRAM UPDATE

Maintenance of State Vehicles

The State currently has a statewide mandatory use contract for tires and local contracts for services and auto parts in the Jefferson City and Higginsville areas. Agencies also have contracts established under their local purchase authority for maintenance and repair services.

Future Plans

A variety of cost containment strategies are essential in managing state fleet maintenance and repair costs. The average age of passenger vehicles in the state fleet is six years. Given the condition of the state fleet and the limited availability of vehicle replacement funding, state agencies can expect to spend an increasing amount to maintain their vehicles.

The State Fleet Management Program will form an interagency committee to formulate recommendations for managing state maintenance and repair expenditures.

If local or regional contracts are a viable solution, the state should concentrate its efforts on the cities with the highest concentration of state vehicles. Data are now available from the State Fleet Information to ascertain the location of vehicles. The following cities contain the highest number of state vehicles⁶.

- Jefferson City
- St. Louis
- Fulton
- Kansas City
- Poplar Bluff
- St. Joseph
- Springfield
- Rolla

⁶ Excludes vehicles from the Department of Transportation, Conservation and the Missouri State Highway Patrol.

C. 2003 PROGRAM UPDATE

Fleet Financing Options

GOAL 6: Analyze the cost/benefits of various fleet financing options.

State Ownership Is The Least Costly Acquisition Option

Research conducted by the State Fleet Management Program indicates that state vehicle ownership is the least costly option at approximately \$.215 per mile to own and operate a typical state-owned sedan. It may cost as much as \$.35 per mile to obtain a similar type vehicle through a conventional lease, and this option leaves the state agency without a viable asset after the lease expires.

Options to State Ownership

Since General Revenue funding is not currently a viable option for vehicle replacement, the State Fleet Management Program is evaluating the benefits of municipal leases.

	Cost Per Mile
State Vehicle	\$.215
Municipal Lease	\$.223
Mileage Reimbursement	\$.33
Conventional Lease ⁷	\$.35

Municipal leasing is an option utilized by government entities (including the Missouri Department of Transportation) for funding essential equipment purchases. Benefits of municipal leasing include:

- Reduced up front capital costs
- Not a long term debt obligation for the state
- Rates are tax exempt making it more cost effective than conventional lease programs
- No mileage or wear and tear restrictions
- Vehicle is titled and licensed to the State of Missouri during the lease term
- Vehicle is retained by the state at end of lease

⁷ Based on a recent MoDOT contract for leased vehicles.

C. 2003 PROGRAM UPDATE

Sharing Resources

GOAL 7: Analyze the feasibility of sharing resources between state agencies.

Data are now available from the State Fleet Information System to explore opportunities to share resources between state agencies indicated below.

State Maintenance Facilities

The OA Vehicle Maintenance facility in Jefferson City serviced approximately 1,400 state vehicles for a savings of over \$545,000 in FY'03. State agencies such as the Departments of Transportation, Conservation and Missouri State Highway Patrol operate maintenance and repair facilities to serve their individual fleets. At this time these facilities service their agencies' fleets and have expressed little interest in providing services to other state agencies. Agencies are interested in exploring state contracts for maintenance and repair services.

Fueling Facilities

The State Fleet Management Program had initial discussions with MoDOT officials to explore use of their eleven department-owned fueling stations across the state. MoDOT contracts with FleetOne to provide unleaded fuel for their bulk tanks. If MoDOT's contract with FleetOne proves to be more cost effective, the State Fleet Management Program will explore this option with the Division of Purchasing.

Interagency Pools

Data from the State Fleet Information System indicate there are approximately 1,400 vehicles stationed in Jefferson City with approximately 450 designated as pool vehicles. The State Fleet Management Program will analyze the use of pool vehicles in certain locations where there is a large concentration of state employees and assess whether it would be more cost effective to combine agency pools.

C. 2003 PROGRAM UPDATE

Vehicle Utilization & Travel Guidelines

GOAL 8: Revise the State Vehicle Policy to indicate vehicle types permitted to have less than 15,000 miles annual usage.

It is difficult to establish minimum utilization levels for vehicles used for specific functions. Instead of creating absolute restrictions, the State Fleet Management Program has opted to establish expected ranges for specific use vehicles.

GOAL 9: As required in Section 37.350 RSMo., the Office of Administration will establish guidelines for determining the most cost effective and reasonable modes of travel for single trips from the following options: passenger rail, vehicle rental, fleet checkout and reimbursement for personal car use.

A *Trip Optimizer* tool was developed to assist agencies in determining the most cost effective mode of travel between Amtrak, state vehicles, mileage reimbursement and rentals.

The *Trip Optimizer* is a user-friendly tool available for state employees on the State Fleet Management web site at <http://www.oa.state.mo.us/gs/fm/traveloptions.htm>. The user enters the number of trip days and round trip miles and the most cost effective travel option is displayed. Generally, a state vehicle is the lowest cost travel option, followed by vehicle rentals. Mileage reimbursement is typically the most costly option unless the vehicle is used for short trips.

For example, if a state employee were to go on a 1 day, 350 mile round trip, the *Trip Optimizer* would display the follow cost per travel option.⁸

State Vehicle	\$42.65
Rental	\$53.55
Mileage Reimbursement	\$115.50

The *Trip Optimizer* also encourages employees to evaluate the cost and reasonableness of using Amtrak. Amtrak information is included within the *Trip Optimizer*, as well as quick links to Amtrak scheduling information and the new vehicle

⁸ State vehicle cost reflects fixed and variable operating cost. Rental includes the cost of fuel. Mileage reimbursement is calculated based on the FY'04 reimbursement rate of \$.33 per mile. Amtrak cost is difficult to estimate because of other expenses that may be necessary when using Amtrak such as vehicle rentals or taxis.

C. 2003 PROGRAM UPDATE

rental contract maintained by the Office of Administration, Division of Purchasing and Materials Management.

Other 2003 Accomplishments

Review of All Vehicle Budget Decision Items

At the request of the Office of Administration's Division of Budget and Planning, the State Fleet Manager is now reviewing all departmental vehicle acquisition requests for the upcoming budget year. The status of agency compliance with the State Vehicle Policy is communicated to Budget & Planning for their analysis in making budget recommendations.

Awarded State Vehicle Rental Contract

The Office of Administration, Division of Purchasing, with the assistance of the State Risk Manager and State Fleet Manager, awarded a new contract in FY'04 for car rental services saving the state 9% in vehicle rental services rates. Previously, the state only held agreements with individual vendors and was not utilizing the state's purchasing power to the fullest extent possible. Vehicle rental contracts are utilized by state agencies when state vehicles are not available or as a more cost effective option than mileage reimbursement when appropriate.

Initiated a 25% reduction in the number of underutilized vehicles

In an effort to continue improving the efficiency and utilization of the state fleet, a 25% reduction in the number of underutilized⁹ vehicles was initiated. Agencies have been asked to justify any vehicles remaining in the state fleet that traveled less than 5,000 miles annually.

Implemented Vehicle Credit Procedures

Pursuant to Section 37.452 RSMo, all vehicle sales proceeds generated through State Surplus Property, with certain exceptions, are required to be deposited into the OA Revolving Fund for future state agency vehicle purchases. The State Fleet Management Program developed procedures to manage the deposit and disbursement of vehicle credit proceeds.

⁹ Underutilized vehicles are defined as those vehicles traveling less than 5,000 miles in a year.

D. AGENCY FLEET COMPLIANCE

Fleet Management Statute Compliance

Section 37.450 RSMo authorizes the Commissioner of Administration to issue policies governing the acquisition, assignment, use, replacement and maintenance of state-owned vehicles. The State Vehicle Policy (SP-4) promulgates these policies. The State Fleet Management Program monitors agency compliance with the Fleet Management Statute (Appendix B) and the State Vehicle Policy (Appendix C). A report of agency compliance with the statute and policy follows.

Reporting of State Vehicle Data

As required under Section 37.450 RSMo (3)¹⁰ the State Fleet Information system was implemented on July 1, 2003. Agencies are also required to submit vehicle data in a format requested by the State Fleet Manager. Agencies were notified on February 6, 2003 that they would have a month after system implementation (July 31, 2003) to enter FY'03 individual vehicle data into the system. Data was required for all vehicles in operation during FY'03 with their associated acquisition, fuel, maintenance and repair costs as well as the fiscal year miles driven. A majority of agencies met this deadline, but the following agencies missed the deadline and have not yet provided the requested FY'03 vehicle data.

- Department of Transportation
- Department of Conservation
- Missouri State Highway Patrol
- Department of Health and Senior Services

The Departments of Transportation, Conservation and the Missouri State Highway Patrol are in the process of writing interface programs to provide data from their internal fleet systems and the Department of Health and Senior Services is currently entering data into the State Fleet Information System.

¹⁰ Section 37.450 RSMo. (3) The fleet manager shall institute and supervise a state fleet vehicle tracking system in which the cost of owning and operating each state vehicle is documented by the agency owning the vehicle. All state agencies shall report the purchase and the sale of any vehicle to the fleet manager and provide any additional information requested by the fleet manager in the format, manner and frequency determined by the office of administration....

D. AGENCY FLEET COMPLIANCE

Fleet Management Statute Compliance

State Vehicle Fleet Fee

The fleet management statute¹¹ requires each state agency to pay a state vehicle fleet fee, as determined by the Office of Administration, for each vehicle it owns. Agencies were invoiced in July 2003 for fleet management program services to be provided in FY'04. Future fee assessments will be issued each July, based on the number of active vehicles shown in the State Fleet Information System as of June 30th of each year.

The purpose of the fee is to fund the Fleet Information System and other administrative expenses incurred in management of the state fleet. Since the Office of Administration developed the State Fleet Information System in-house, agencies were not billed for system development or ongoing system support costs as part of the fee. Only administrative program costs including the State Fleet Manager's salary, associate fringe benefit expenses and some minor expense and equipment were billed to state agencies for FY'04. The FY'04 rate for the state fleet fee was \$8.00 per licensed active vehicle.

Vehicle counts as of June 30, 2003 were used to calculate each agency's total fee. Since the Departments of Transportation, Conservation and the Missouri State Highway Patrol have fleets in excess of 1,000 vehicles, their fleet fee invoice was reduced to \$4.00 per vehicle as allowed by statute.

Agencies that have not paid their state fleet fee to date are:

- Department of Transportation
- Department of Conservation

The Department of Transportation expressed its refusal to pay the state fleet fee because they believe a full credit of the fee should apply, and they refuse to authorize agency funds to pay for services which they believe are redundant to those provided by their own agency. The Department of Conservation has not yet paid the fleet fee and questioned the benefit the department would receive from the State Fleet Management Program. The Office of Administration responded to Conservation's concerns but has not received indication that the agency plans to pay the fleet fee.

¹¹ Section 37.450 RSMo. (7) Each agency shall pay a state vehicle fleet fee, as determined by the office of administration for each vehicle it owns for the purpose of funding the state fleet vehicle tracking system and for other administrative expenses incurred in management of the state vehicle fleet. Any agency that owns at least one thousand vehicles shall receive a credit against the state vehicle fleet fee for the internal fleet management services performed by such agency, provided such agency furnishes all information required by the fleet manager.

D. AGENCY FLEET COMPLIANCE

State Vehicle Policy Compliance

With the inception of the State Fleet Information System, the State Fleet Management Program is better equipped to analyze agency fleet data and determine agency compliance with policy standards. Also, agency compliance is reviewed prior to any new or used vehicle purchases as part of the new vehicle pre-approval process previously described on page 10.

State Colleges and Universities

In July 2003, discussions with the Department of Higher Education led to the determination that state colleges and universities were responsible for following the State Vehicle Policy, but they would be exempt from the vehicle pre-approval process. Although the State Fleet Management Program distributed the State Vehicle Policy to state colleges and universities, the ability to monitor compliance is limited due to lack of resources as well as a lack of data, since only a few colleges and universities plan to utilize the State Fleet Information System. A count of licensed vehicles for state colleges and universities is included as Appendix F.

Agency Non-Compliance Issues

The following are areas in which agencies are not compliant with the State Vehicle Policy:

1. The policy requires an average annual minimum utilization of 15,000 miles for pool vehicles. Listed below are the state agencies that reported underutilization of pool vehicles. Both of these agencies are in the process of eliminating pool vehicles to be compliant with the policy.
 - Department of Mental Health
 - Missouri State Highway Patrol
2. The Department of Mental Health, Bellefontaine Habilitation Center has not inspected all state owned vehicles in accordance with Section 307.350 RSMo.
3. The Department of Transportation communicated their objection to the following statewide fleet management policies and intention not to:
 - Track individual trip information
 - Obtain preapproval of passenger vehicles
 - Obtain approval to expand the size of their fleet

D. AGENCY FLEET COMPLIANCE

State Vehicle Policy Compliance

4. The Department of Conservation communicated their objection to the following statewide fleet management policies and intention not to:
 - Track individual trip information
 - Obtain preapproval of passenger vehicles
 - Obtain approval of all reportable commuting assignments

The Office of Administration will continue to work with these agencies to reach compliance with the intent of the state statute and adopted statewide policies.

E. STATE FLEET DATA

Licensed Vehicles Per Agency

In December 2003, the state had approximately 10,987 licensed motor vehicles.¹² The largest owners of state vehicles are the Departments of Transportation, Public Safety and Conservation. Combined, these three agencies own and operate about 65% of the state's licensed motor vehicles. The following table details the number of reported vehicles by agency as of December 2003.

Agency	Number of Vehicles
Agriculture	264
Attorney General	34
Auditor	4
Conservation	1,230
Corrections	866
Economic Development	119
Elementary & Secondary Education	159
Governor's Office	1
Health & Senior Services	95
Higher Education	10
Insurance	4
Labor & Industrial Relations	31
Lottery	69
Mental Health	802
Natural Resources	728
Office of Administration	96
OSCA	30
Public Safety ¹³	1,490
Revenue	56
Secretary of State	13
Social Services	365
State Tax Commission	23
Transportation	4,496
Treasurer	2
TOTAL	10,987

¹² This data does not include vehicles owned by other entities within the Judiciary, General Assembly and an estimated 2,346 vehicles from the state colleges and universities and 2,500 trailers.

¹³ Includes 1,185 licensed vehicles from the Missouri State Highway Patrol.

E. STATE FLEET DATA

Employees Per Vehicle

One measure of the state fleet's efficiency is the number of employees per vehicle. Recently, the State of Missouri's vehicle fleet was compared to six other midwestern states in an article in the *Topeka Capital Journal*¹⁴ that ranked Missouri best in a tie with the State of Colorado for the number of employees per vehicle. Each state's number of employees per licensed vehicle as reported in the article is listed below.

Missouri 5.7

Colorado 5.7

Kansas 4.2

Iowa 4.1

Nebraska 4.0

Oklahoma 3.6

The table to the right represents the number of employees per vehicle by agency. A higher number indicates relatively **fewer** vehicles for the agency compared to its employee count.

Missouri State Agencies Employees Per Vehicle	
Agriculture	1.64
Attorney General's Office	12.47
Auditor	38.00
Conservation	1.55
Corrections	13.34
Economic Development	11.39
Elementary & Secondary Education	15.27
Governor's Office	36.00
Health	21.85
Higher Education	7.80
Highway Patrol	1.84
Insurance	54.75
Judiciary	126.50
Labor & Industrial Relations	35.61
Mental Health	12.55
Natural Resources	2.93
Office of Administration	10.45
Public Safety	7.57
Revenue	14.54
Secretary of State	23.46
Social Services	25.66
Transportation	1.52
Treasurer	28.00
State Average	5.76

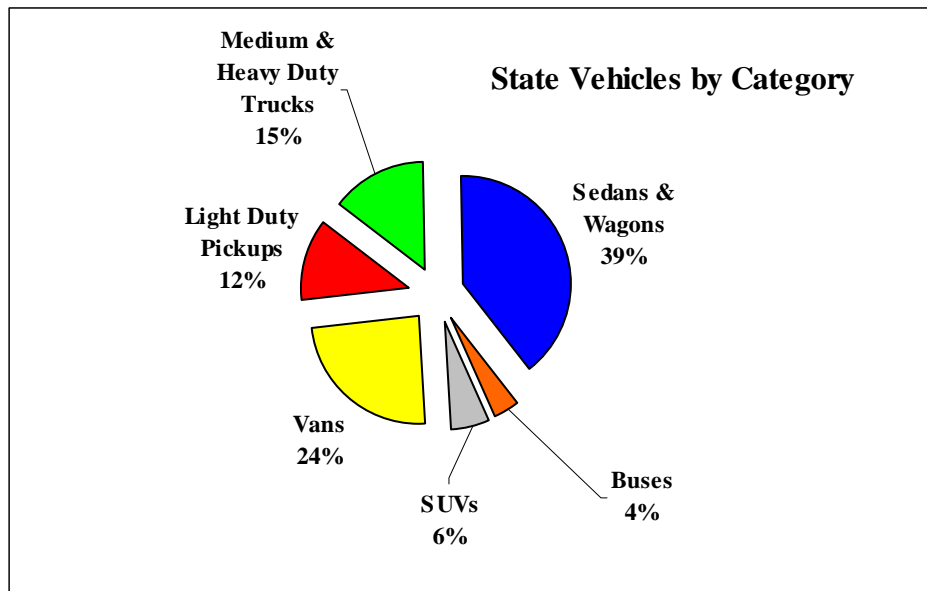
¹⁴ "Kansas-owned vehicles – Tracking the fleet," *Topeka Capital Journal*, September 21, 2003.

E. STATE FLEET DATA

State Fleet Composition

Preliminary data are now available from the State Fleet Information System which provides greater insight into the composition of the state vehicle fleet. The data exclude the Departments of Transportation, Conservation and the Missouri State Highway Patrol.

The chart below displays the types of licensed vehicles in the state fleet. The passenger fleet of light duty pickup trucks, sedans, SUVs and vans represent 81% of this segment of the fleet.



Data from the State Fleet Information System indicate that these vehicles are used in the following capacities:

- 47% are for employee or client transportation
- 29% are for specific functions. Examples of these vehicles include maintenance, mail, delivery, food and laundry service, and Correction's perimeter patrol
- 24% are special purpose vehicles that have permanent major equipment/modifications such as law enforcement, security, dump trucks, construction vehicles, or handicap accessible vehicles

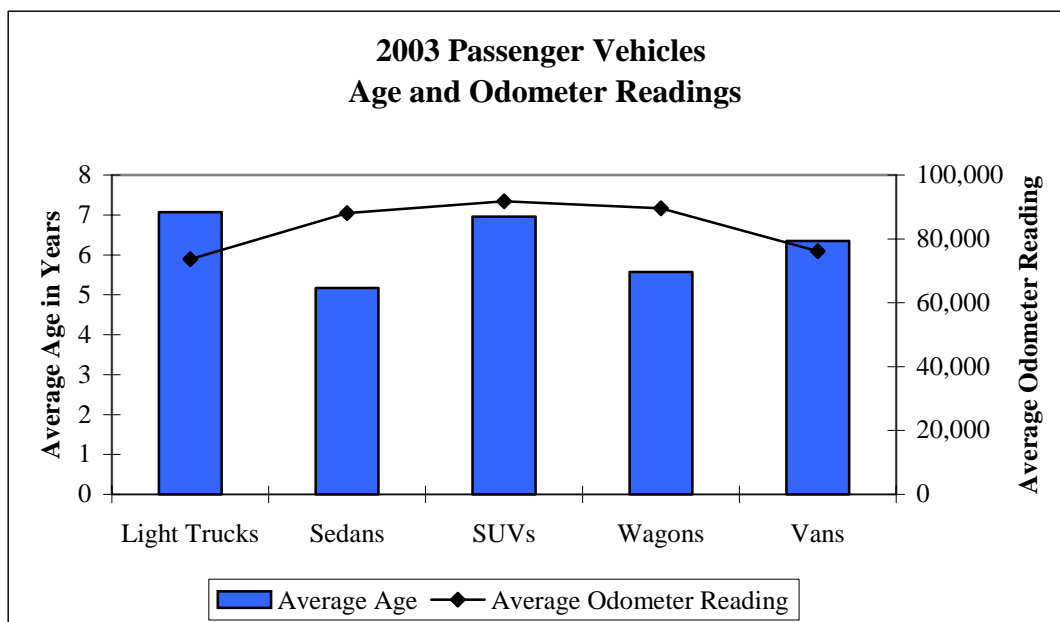
E. STATE FLEET DATA

Condition of the State Fleet

The average age and odometer readings of licensed state vehicles (excluding the Departments of Transportation, Conservation, Health and Senior Services and the Missouri State Highway Patrol) are as follows.

	Passenger Vehicles ¹⁵	Non-Passenger Vehicles
Average Age (in years)	6	9
Average Odometer Reading	82,716	66,149

The following chart represents a breakdown of the above mentioned *passenger* vehicles by vehicle category.



¹⁵ Passenger vehicles are defined as light duty sedans, pickups, vans, sport utility vehicles with a gross vehicle weight rating less than 8,500 lbs.

E. STATE FLEET DATA

Condition of the State Fleet

The Departments of Transportation, Conservation and the Missouri State Highway Patrol submitted summary data on the condition of their fleet. The average age (in years) and odometer readings of various vehicle categories by agency are displayed below as reported by each agency. Data from the Department of Health and Senior Services was not available. (Some data from the Department of Conservation and Missouri State Highway Patrol was not submitted or unavailable.)

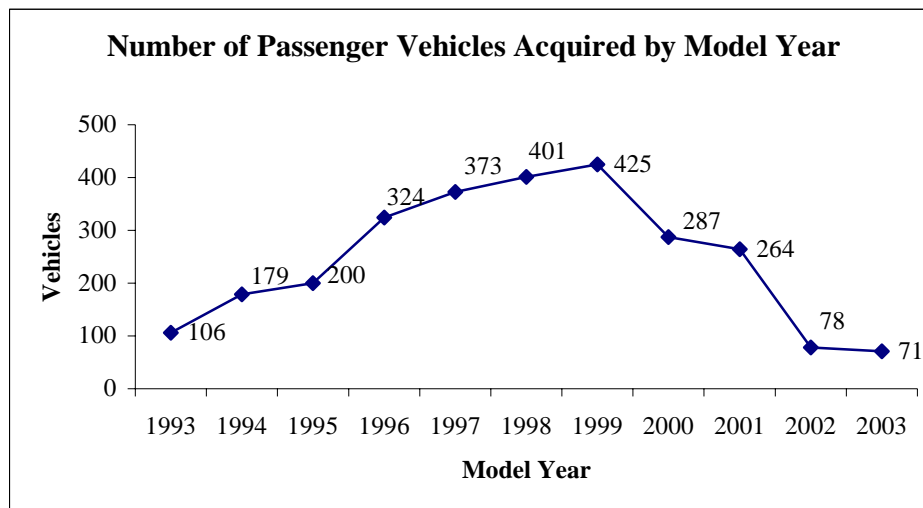
Vehicle Category	MoDOT		MDC		MSHP	
	Age	Odometer	Age	Odometer	Age	Odometer
Sedans	11.3	57,537	6	54,535	2-3	
Vans	15.6	70,731	6	49,556	3	
Light Duty Trucks	11.5	76,610	6	56,522	3-4	
SUVs	6.4	88,247	9	86,447	3	
Buses	5.25	138,582				
Wagons	5.06	69,616				
Medium Duty Trucks	4.71	69,960			13	
Heavy Duty Trucks	6.27	77,331	8	62,146	3-4	

E. STATE FLEET DATA

Vehicle Replacements

Vehicle Replacements Declining

Due to budget constraints, the number of new vehicle purchases by the majority of state agencies has diminished over the past two to three years. Excluding the Missouri Department of Transportation, Conservation and the Missouri State Highway Patrol, the state fleet contains approximately 2,950 passenger type vehicles.¹⁶ Agencies replaced approximately 12% of the *passenger* vehicle fleet annually between 1995 and 2001. In the past two years, only 2.5% percent of the *passenger* vehicle fleet was replaced with new vehicles.



Vehicle Replacement Needs

Currently 29% of the passenger fleet exceeds the 105,000 mile replacement threshold. If this trend continues, nearly half of the passenger fleet will exceed 105,000 miles by the end of FY'05 as presented in the table below.¹⁷

	# Vehicles Over 105,000 Miles	% of Passenger Fleet Over 105,000 Miles
December 2003	864	29%
By End of FY'04	1,099	37%
By End of FY'05	1,457	49%
By End of FY'06	1,741	59%

¹⁶ Passenger vehicle defined as sedans, light duty trucks, minivans, station wagons and sport utility vehicles.).

¹⁷ Assuming utilization levels of these particular vehicles are consistent with actual FY'03 usage.

E. STATE FLEET DATA

Vehicle Utilization

The utilization (miles driven) of a vehicle fleet is a good measure of its efficiency. Low miles may indicate that a fleet has too many vehicles. To ensure better utilization of existing vehicle resources, the State Fleet Manager now reviews agency compliance with minimum utilization standards in the State Vehicle Policy prior to approving any passenger vehicle purchases.

FY'03 State Pool Vehicle Utilization

The State Vehicle Policy requires an average of 15,000 miles for vehicles assigned to pools. The following table represents reported average pool utilization per agency for FY'03. Overall, agencies increased utilization of pool vehicles from 13,140 in FY'02 to 15,555 average miles per year in FY'03.

Reducing Underutilized Vehicles

In January 2004 the Commissioner of Administration directed state agencies to reduce the number of underutilized vehicles by 25%. Underutilized vehicles are defined as vehicles driven 5,000 miles or less in a given year. While some of these vehicles may be justified due to the circumstances of their use, the State Fleet Management Program will ask agencies to justify each underutilized vehicle retained.

POOL VEHICLE UTILIZATION	
Agency	Average Per Vehicle
OSCA	15,115
Secretary of State	16,125
State Auditor	19,769
State Treasurer ¹⁸	9,899
Attorney General	21,285
Office of Administration	20,541
Agriculture	15,080
Insurance	15,154
Economic Development	18,006
Elementary & Secondary Ed	19,500
Higher Education	17,140
Labor & Industrial Relations ¹⁹	14,477
Mental Health ²⁰	12,726
Natural Resources	17,268
Public Safety (except MSHP)	16,140
Revenue	20,370
Social Services ²¹	13,947
Corrections	15,383
Highway Patrol ²²	12,783
Conservation	15,153
Transportation	16,368
Health	Data unavailable.
STATE AVERAGE	15,555

¹⁸ The State Treasurer's Office has two vehicles in its fleet, one of which is a pool vehicle.

¹⁹ The Department of Labor & Industrial Relations has reduced its pool fleet by one vehicle and is now in compliance with the State Vehicle Policy.

²⁰ The Department of Mental Health was directed by the State Fleet Management Program in December of 2003 to reduce the number of pool vehicles by 38 to become compliant with the State Vehicle Policy.

²¹ The Department of Social Services reassigned several vehicles from individuals to pools resulting in a low average mileage figure. They anticipate FY'04 utilization to be above the 15,000 mile requirement.

²² The Missouri State Highway Patrol has indicated they will eliminate six pool vehicles from their fleet in 2004 which will bring them into compliance with the State Vehicle Policy.

E. STATE FLEET DATA

Commuting in State Vehicles

The State Fleet Management Program has revised the State Vehicle Policy to further define the types of commuting (or the instances where employees take vehicles home). The two types of commuting are exempt commuting and reportable commuting.

Exempt commuting means that the employee is exempted from federal and state taxation reporting requirements. One example of exempt commuting is individuals who work from their home, such as Missouri State Highway Patrol officers. Reportable commuting assignments apply to individuals who are subject to federal and state taxation reporting requirements. Complete definitions and allowable circumstances for exempt and reportable commuting are available in the State Vehicle Policy, Appendix C.

The table below represents the most recent count of the number of exempt and reportable commuting assignments in state agencies based on agency self-reported data.

In 2004, agencies will be asked to submit the new Reportable Commuting Authorization Form for the State Fleet Manager's approval as required under the new revision to the State Vehicle Policy. All reportable commuting assignments will be reviewed to ensure consistency across state agencies.

COMMUTING ASSIGNMENTS		
Agency	Exempt	Reportable
Agriculture	49	0
Attorney General's Office	0	1
Auditor's Office	0	0
Conservation	0	65
Corrections	0	8
Economic Development	0	0
Elementary & Secondary Ed	0	0
Health & Senior Services	1	2
Higher Education	0	0
Highway Patrol	1,038	0
Insurance	0	0
Labor & Industrial Relations	0	0
Lottery	44	6
Mental Health	0	1
Natural Resources	47	1
Office of Administration	0	0
Public Safety (except MSHP)	140	4
Revenue	0	0
Secretary of State	0	0
Social Services	0	11
State Tax Commission	19	0
Transportation	151	9
Treasurer's Office	0	0
TOTAL	1,489	108

E. STATE FLEET DATA

Cost Per Mile

One key measure needed to monitor fleet cost is the total cost per mile. Tracking the cost to own and operate state vehicles is essential to making informed decisions regarding the state fleet. State vehicle costs can be broken down into two components, fixed and variable. Fixed costs include depreciation,²³ liability and collision. Variable costs include fuel, maintenance and repair.

An example of the cost per mile for three sedan sizes is broken out below by four major cost components: depreciation, insurance, fuel, and maintenance and repair. Variable costs for FY'03 were derived from actual expenses obtained from the State Fleet Information System. Depreciation cost per mile was calculated by taking average acquisition amounts by sedan class and estimated residual values at 105,000 miles.²⁴

	COST PER MILE - SEDANS			
	Compact	Mid Size	Full Size	Average
Depreciation	\$0.105	\$0.110	\$0.119	\$0.111
Insurance/Fleet Fee	\$0.012	\$0.012	\$0.012	\$0.012
Fuel	\$0.053	\$0.056	\$0.062	\$0.057
Maintenance & Repair	\$0.045	\$0.036	\$0.034	\$0.038
Total	\$0.215	\$0.214	\$0.227	\$0.219

In the coming months, the State Fleet Management Program will complete its initial analysis of other vehicle types such as light duty pickup trucks, SUVs, and vans. Over the next few years, the program will strive to develop methods to track the life cycle cost of vehicles in the State Fleet Information System.

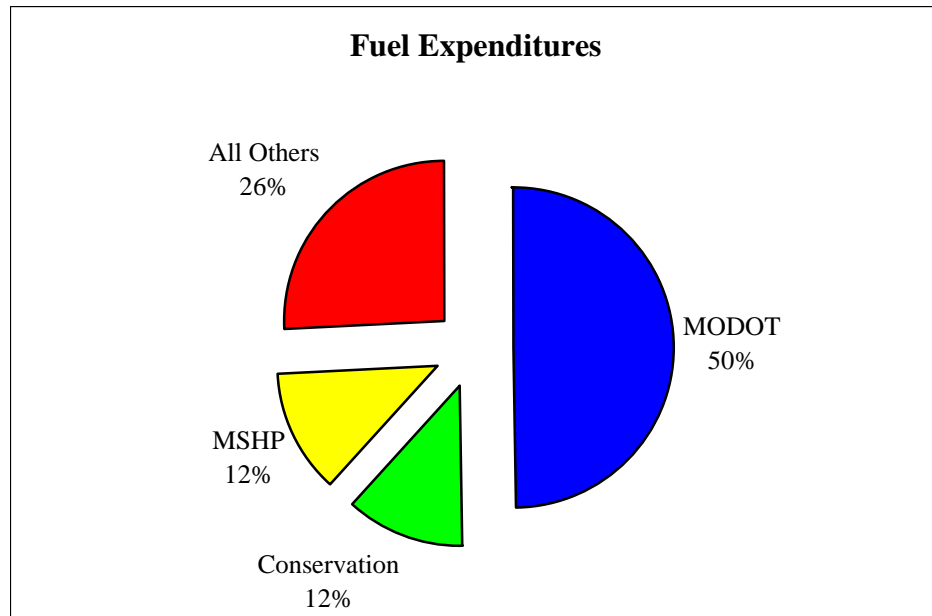
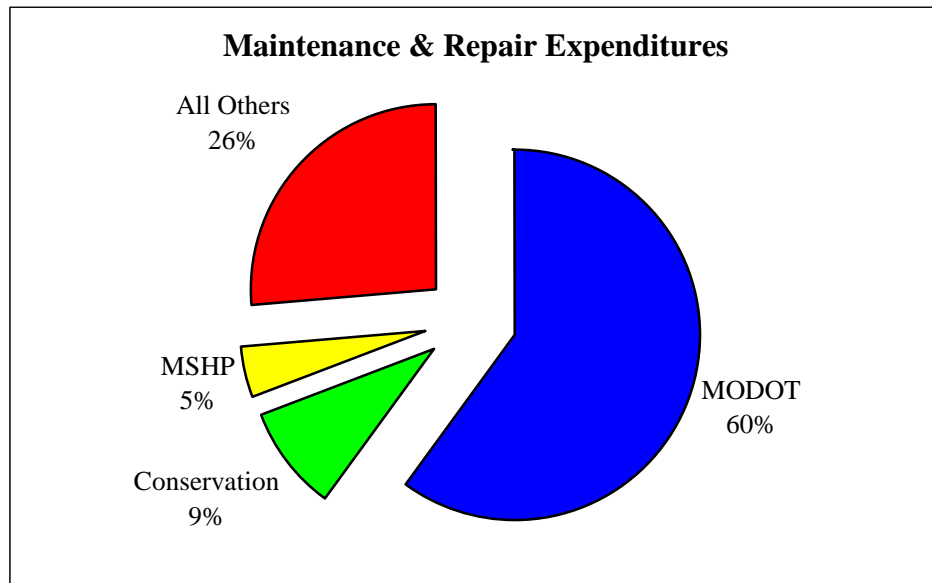
²³ Depreciation is the difference between the original purchase price and the proceeds from sale of the vehicle.

²⁴ 105,000 miles is the newly proposed minimum replacement level for passenger vehicles in the State Vehicle Policy.

E. STATE FLEET DATA

Operating Cost

In FY'03, state agencies reported²⁵ spending \$7.8 million in maintenance and repair and \$14.9 million in fuel. More information on maintenance and repair expenditures is available on page 14. Information on fuel expenditures is available on page 17.

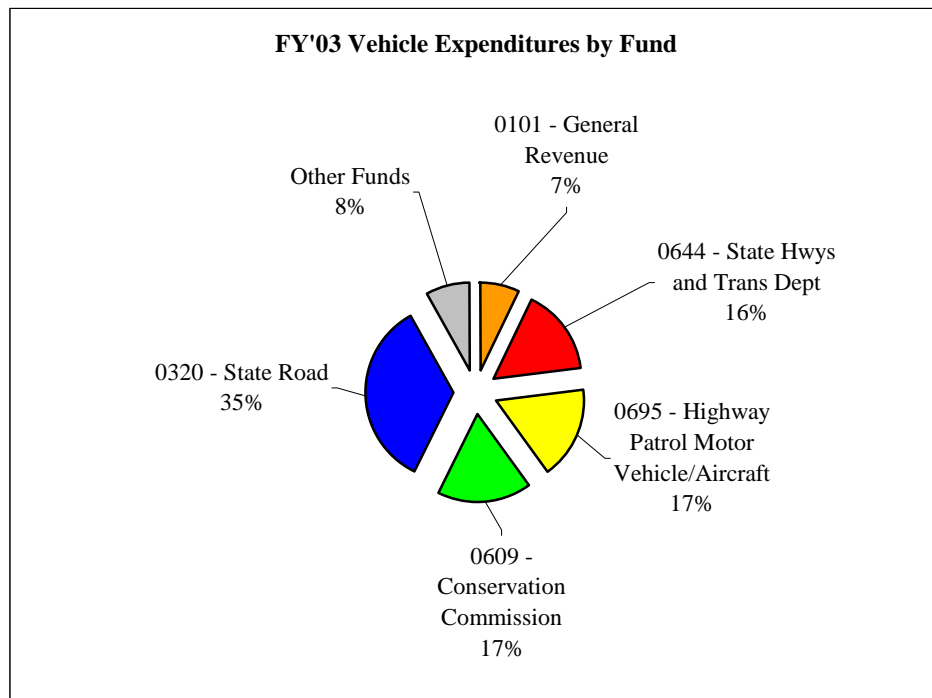
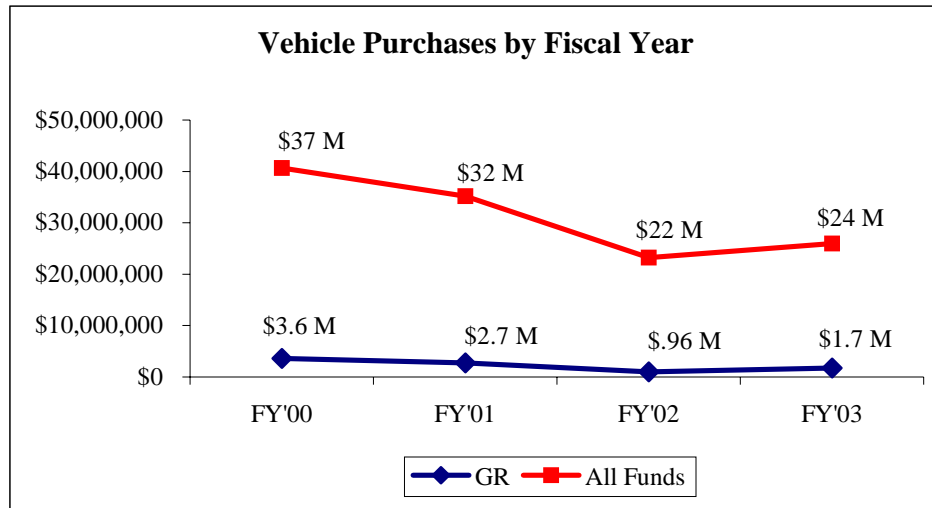


²⁵ Reported through the State Fleet Information system and directly from MoDOT, Conservation and Highway Patrol.

E. STATE FLEET DATA

Capital Cost

General Revenue vehicle purchases have declined 51% since FY'00 while overall vehicle purchases have declined 34% during the same period as depicted on the following chart. The pie chart at the bottom of the page displays the breakout by fund for FY'03.²⁶



²⁶ Data depicted on this page was obtained through the SAM II Data warehouse for object code 2748, Vehicles which according to the SAM II Chart of Accounts is defined as the purchase of state automobiles, light trucks, and passenger vans for state use.

F. 2004 FLEET MANAGEMENT PROGRAM GOALS

In 2004, the Office of Administration, with input from agency fleet coordinators, will explore several more options to further improve the efficiency of the state fleet. Since the Fleet Information System will be in operation for one full year in July 2004, vehicle cost and utilization data will be available to assist in formulating recommendations for future fleet management initiatives.

Below are the fleet management goals for 2004:

Goals

1. Reduce the number of underutilized vehicles by 25%
2. Analyze fleet financing options
3. Analyze potential for savings through contracted vehicle maintenance services
4. Explore options to increase residual value of state vehicles sold through State Surplus Property
5. Improve fleet efficiency by completing a review of all reportable commuting assignments and assist agencies in making the most cost effective vehicle assignments within their fleet

1. Reduce the number of underutilized vehicles by 25%

The Commissioner of Administration directed agencies to reduce the number of underutilized passenger vehicles (vehicles driven less than 5,000 miles annually) by 25% by June 30, 2004. Vehicles that are specially equipped or with a gross vehicle weight rating in excess of 8,500 pounds are excluded from the reduction effort.

Additionally, agencies will be asked to justify vehicles driven less than 5,000 miles annually that are not eliminated through the reduction effort.

2. Analyze various fleet financing options

In 2003, the State Fleet Management Program determined the cost to own and operate state vehicles and began exploring other fleet financing options. As described on page 29 the condition of the state passenger fleet will reach a critical point when 59% of the passenger fleet exceeds the 105,000 minimum replacement mark by the end of FY'06. The program will develop a vehicle replacement assessment and present the cost of various financing options in preparation for the FY'06 budget cycle.

F. 2004 FLEET MANAGEMENT PROGRAM GOALS

3. Analyze potential for savings through contracted vehicle maintenance services

In 2003, a survey of other states maintenance practices indicated states used a combination of methods to control maintenance expenditures. The age and condition of the state fleet is deteriorating and agencies are likely to spend more on maintenance; therefore, it is critical to control maintenance expenditures where possible. Where there is a sufficient cluster of state vehicles, as in the major metropolitan areas, contracts could be established for comprehensive and/or specialized repair services. The State Fleet Management Program will form an exploratory committee to formulate and implement recommendations for managing state maintenance and repair expenditures.

4. Explore options to increase residual value of state vehicles sold through State Surplus Property.

Used vehicle prices have become deflated in recent years due to the onslaught of new vehicle financing incentives offered by the auto industry. Fleets around the country are experiencing less than expected returns on vehicle sales. The State Fleet Management Program initiated discussions with the Missouri State Agency for Surplus Property to explore various options to increase the resale value of state vehicles. Some of the available options include minor vehicle reconditioning, safety inspections and increased promotional activities.

The Missouri Department of Transportation has agreements with various auto auction companies around the state that charge little or no administrative expense. MoDOT officials believe their sales proceeds have increased since they transitioned away from conducting their own auctions. The State Fleet Management Program will work with agency fleet coordinators to research best practices, develop ideas and test options.

5. Improve fleet efficiency by completing a review of all reportable commuting assignments and assist agencies in making the most cost effective vehicle assignments within their fleet

In 2004, the State Fleet Management Program will review all reportable commuting assignments as described on page 31 to ensure consistency in commuting across state agencies. The program will also provide state agencies with employee mileage reimbursement and state vehicle cost data to assist agencies in making the most cost effective vehicle assignments.

G. AGENCY FLEET PROFILES

Since the State of Missouri operates in a decentralized fashion, agencies were asked to submit information that presents an overview of their fleet. Agency fleet profiles contain the following information:

- Fleet Purpose and Function
- 2003 Accomplishments
- 2004 Goals

G. FLEET PROFILE

Attorney General's Office

Fleet Purpose

- Provide a pool of vehicles for attorneys to travel to court appearances throughout the state
- Mail delivery

2003 Accomplishments

- None submitted

2004 Goals

- Continue to monitor the vehicle usage to ensure they are used efficiently

G. FLEET PROFILE

Secretary of State

Fleet Purpose

- Operate a carpool used by employees of the office in the routine duties of their positions, which includes, but is not limited to securities investigations, delivery of library grant checks, and presenting and attending seminars throughout the State of Missouri
- Delivery and retrieval of records
- Mail pickup and delivery

2003 Accomplishments

- None submitted

2004 Goals

- Purchase of new vehicles will follow DNR guidelines for alternative fuel vehicles

G. FLEET PROFILE

State Auditor's Office

Fleet Purpose

- Transportation of employees
- One vehicle designated for local courier

2003 Accomplishments

- None submitted

2004 Goals

- None submitted

G. FLEET PROFILE

State Treasurer

Fleet Purpose

- Operate a carpool used by employees of the office in their routine duties, which include Unclaimed Property and Linked Deposit audits, Unclaimed Property booths, presenting and attending seminars throughout the State of Missouri.
- Mail pickup and delivery

2003 Accomplishments

- Increased the use of E85 fuel in alternative fuel vehicle
- Reduced the number of miles reimbursed to employees for personal vehicle usage

2004 Goals

- Continue to increase the use of E85 fuel in alternative fuel vehicle
- Continue to increase utilization of carpool vehicle and OA carpool vehicles

G. FLEET PROFILE

Department of Agriculture

Fleet Purpose

- Weights and Measures Division: Fuel and scale inspections, etc.
- Grain Inspection and Warehousing Division: Grain inspections and audits, etc.
- Plant Industry Division: Nursery inspection, gypsy moth and boll weevil control, etc.
- Market Information and Outreach Division: Market reporting and scholarship awards, etc.
- Animal Health Division: Meat inspection, food safety, brucellosis inspections
- Agriculture Business Development Division: Travel relating to program grants and loans, etc.

2003 Accomplishments

- Continued rigorous preventive maintenance policy
- Reassigned underutilized pool vehicles to make more efficient use of the fleet

2004 Goals

- Continue monitoring fleet replacement needs by evaluating the fleet for underutilized pool vehicles
- Utilize State Fleet Information System data warehouse and reports to ensure proper input of utilization and maintenance and repair records

G. FLEET PROFILE

Department of Conservation

Fleet Purpose

- The Department of Conservation (MDC) provides highway, construction, farm, marine and other equipment, which are necessary for its operations and intended for official use
- MDC vehicles and equipment are tools for staff to deliver programs and services that positively affect Missouri's forest, fish, and wildlife resources

2003 Accomplishments

- Converted diesel fuel tanks at Brookfield and Salem shops to use B20 Bio Diesel
- Purchased 1,181 gallons of B100 for use in MDC vehicles compared to 100 gallons of B100 purchased in FY'02
- Implemented internet based interface with fleet fuel card provider (Voyager) to reduce time needed to perform card management functions

2004 Goals

- Expand bio diesel usage to at least one additional facility
- Complete installation of an E85 fuel tank at our Central Office
- Complete implementation of an intranet based Fleet Management program

G. FLEET PROFILE

Department of Corrections

Fleet Purpose

- Inmate transportation
- Institutional security (perimeter patrol/emergency response)
- Operate pool vehicles used by employees
- Special use vehicles for delivery of commodities (food, etc.) and materials (Missouri Vocational Enterprise products, road aggregate material, etc.)
- Institutional support and maintenance of buildings

2003 Accomplishments

- Reduced commuting vehicles by one
- Reduced personally assigned vehicles by six
- Reduced underutilized vehicles by reassigning 35 vehicles
- Reduced fleet by 55 vehicles
- Hired departmental Fleet Coordinator
- Downloaded fleet information to new State Fleet Information System
- Reviewed Departmental Vehicle Policy
- Developed Biodiesel Task Force to determine feasibility of utilizing biodiesel
- Set up Bulk Propane Distribution Training with Department of Agriculture, Weights & Measures on safe propane fueling practices and encouragement of propane fuel utilization

2004 Goals

- Further reduce underutilized vehicles
- Continue to redistribute if needed and possibly reduce fleet to stay in compliance with State Vehicle Policy
- Explore additional opportunities to share vehicle resources at DOC sites
- Submit ongoing budget requests to replace the vehicles with over 100,000 miles to improve public safety as well as staff/offender safety
- Ongoing review of Departmental Vehicle Policy
- Explore biodiesel fuel use
- Hold Bulk Propane Distribution Training with Department of Agriculture, Weights & Measures on safe propane fueling practices and encouragement of propane fuel utilization
- Fleet Coordinator to make site visits to physically review vehicles and discuss the direction of fleet management with field staff
- Promote the use of alternative fuel by posting signs, issuing articles Departmental newsletter and arranging displays through DNR

G. FLEET PROFILE

Department of Economic Development

Fleet Purpose

The Department of Economic Development (DED) fleet is composed of vehicles used to accomplish the varied statutory functions imposed on the centralized and decentralized divisions of DED as well as the Public Service Commission. The vehicles are used to perform the following functions:

- Pick up and delivery of supplies, inventory, and mail
- Support and maintenance of remote site and local buildings
- Commuting vehicle assigned to person working from home (PSC)
- Operate a carpool used by employees of the department

2003 Accomplishments

- Reviewed vehicle use for compliance with the State Vehicle Policy
- Started using the State Fleet Information System to track usage and cost associated with vehicles
- Eliminated underutilized vehicles through attrition
- Instituted a preventative maintenance policy
- Reduced fleet from 127 to 119
- Eliminated three vehicle assignments to individuals

2004 Goals

- Manage all assigned, specialty use vehicles and fleet vehicles efficiently and effectively
- Continue to redistribute and eliminate under utilized vehicles

G. FLEET PROFILE

Department of Elementary & Secondary Education

Fleet Purpose

- Support and maintain state-owned buildings
- Operate a carpool used by employees
- Support administrative functions (mailroom, printshop, telecommunications, laundry)
- Investigations and license revocations
- Transport students and staff
- Transport staff to provide technical assistance to school districts

2003 Accomplishments

- Purchased alternative fuel vehicles in compliance with the State Vehicle Policy and state statute
- Eliminated one commuting assignment

2004 Goals

- Continue to operate fleet in accordance with the State Vehicle Policy and state statute

G. FLEET PROFILE

Department of Health & Senior Services

Fleet Purpose

- To allow the Department of Health & Senior Services (DHSS) to carry out its mandated duties related to the inspection of nursing homes
- To assist in the delivery of resources to field offices
- To allow the performance of all other required missions of the department

2003 Accomplishments

- Usage of the vehicle tracking documents has been implemented by the department
- Reduced the number of pools cars

2004 Goals

- Further reduction in the number of underutilized vehicles and use of vehicles for commuting purposes
- Review high mileage vehicle in poor condition for future surplus/replacement

G. FLEET PROFILE

Department of Higher Education

Fleet Purpose

- Perform job functions in out-state Missouri
- Transport staff and board members to various meetings throughout the state
- Staff visits to public and private campuses
- Daily inter-city mail and delivery route

2003 Accomplishments

- Reduced fleet by 10%
- Conducted a review and found that it is more cost effective to maintain a vehicle pool rather than reimbursing employees for mileage
- Increased communications about E85 requirements and station locations

2004 Goals

- Perform quarterly review of fleet expense tracking system
- Dispose of two vehicles that were wrecked and stolen
- Acquire two replacement vehicles
- Increase fleet by one vehicle to eliminate vehicle lease expenses

G. FLEET PROFILE

Department of Insurance

Fleet Purpose

- Operate a carpool to be used by department employees for regulatory functions
- Provide a vehicle to be utilized for mailroom functions

2003 Accomplishments

- Reduced fleet by two vehicles

2004 Goals

- Continue to monitor vehicle usage to determine optimum fleet size

G. FLEET PROFILE

Department of Labor & Industrial Relations

Fleet Purpose

- Perform tax audits
- Perform mine safety inspections
- Support and maintain state owned buildings
- Maintain statewide information systems
- Adjudication
- Fraud and non-compliance investigations

2003 Accomplishments

- Implemented maintenance schedules to better maintain fleet vehicles
- Reduced the number of underutilized vehicles
- Increased the use of alternative fuel
- Established a travel policy to encourage employees to use carpool vehicles whenever possible

2004 Goals

- Reduce the number of pool vehicles to meet State Vehicle Policy guidelines
- Maintain, issue and track all fleet vehicles
- Replace fleet vehicles to ensure all employees have access to a safe and reliable vehicle
- Maintain ideal fleet composition

G. FLEET PROFILE

Department of Mental Health

Fleet Purpose

- Transport clients and consumers
- Maintenance of grounds and buildings at Department of Mental Health (DMH) facilities
- Support department programs and activities
- Provide transportation for DMH employees to conduct state business

2003 Accomplishments

- Reassigned personal state vehicle assignments (where feasible) to the pool to increase vehicle utilization
- Achieved the 30% alternative fuel use requirement in Central Office Ethanol 85 (E-85) state vehicles
- Reduced fleet from 849 to 802

2004 Goals

- Reduce the number of pool vehicles to become compliant with the State Vehicle Policy
- Implement department-wide vehicle replacement guidelines
- Continue to explore opportunities to share resources between DMH facilities
- Reduce/reassign underutilized vehicles where feasible
- Increase the use of E-85 in DMH alternative fuel vehicles

G. FLEET PROFILE

Department of Natural Resources

Fleet Purpose

- To support the planning, monitoring, research, public assistance, sampling, and when necessary investigation and enforcement associated with landfills, hazardous waste, public drinking water, water quality, air quality, soil conservation and other environmental activities
- To provide a pool of vehicles in Jefferson City for use by department staff that travel statewide to administer department programs and interact with the public regarding environmental regulation, enforcement, abatement, and planning
- To provide for an Emergency Environmental Response capability that includes responding to hazardous material spills and supporting methamphetamine abatement and lab cleanup efforts
- To support the operation, maintenance, administration, construction, and security of over 80 state parks and historic sites
- To support providing assistance, education, and guidance in the use and protection of Missouri's geologic and land resources, including interpreting the State's geological and hydrological setting; interpreting the character and availability of its water, energy, and mineral resources; insuring the safety of dams; and determining land boundaries

2003 Accomplishments

- Reduced capital expenditures by deferring vehicle replacement
- Eliminated 32 vehicles from the fleet as part of the state initiative to reduce the passenger vehicle fleet by 10%
- Completed department requirements for implementing the State Fleet Information System, including implementation planning, data conversion, initial training and system startup
- Prepared and reviewed initial drafts of revised departmental policies that implement and/or reinforce the State Vehicle Policy
- Adapted a department developed charge back MS Access application so it uses mileage data collected in the State Fleet Information System to calculate usage charges. This facilitated elimination of several internal spreadsheet applications, a significant reduction in duplicate data entry, and a reduction in "data manipulation" (to adapt data for use in a different format or application)

G. FLEET PROFILE

Department of Natural Resources

2004 Goals

- Initiate a review of vehicle assignments and utilization to determine if there are resources that could be reassigned to functions in greater need of vehicles
- Develop and publish, in coordination with similar State Fleet Manager efforts, decision aids that assist in choosing whether to use a state vehicle, a rental vehicle, or allow the use of a personal vehicle for official travel
- Finalize and publish revised department vehicle policies that incorporate and reinforce State Vehicle Policy
- Work closely with the State Fleet Manager to identify, evaluate and implement initiatives that can reduce costs while sustaining or improving effectiveness
- Replace as many vehicles as the budget allows

G. FLEET PROFILE

Office of Administration

Fleet Purpose

- Support and maintain state owned buildings
- Operate a carpool primarily used by employees of the Office of Administration
- Inspect state construction sites and leased facilities throughout the State of Missouri
- Delivery of interagency mail, printing products

2003 Accomplishments

- Reduced the fleet from 132 to 96 vehicles
- Met DNR requirements for alternative fuel vehicle acquisitions and alternative fuel purchases

2004 Goals

- Further reduce the number of underutilized vehicles
- Continue to promote the use of alternative fuels in state vehicles.

G. FLEET PROFILE

Office of the State Courts Administrator

Fleet Purpose

- Support the operations of state courts
- Support statewide court automation
- Support judicial and clerk training programs

2003 Accomplishments

- Surplus of two high-mileage vehicles, reducing the number of pool vehicles with over 100,000 total miles
- Reassigned five high-mileage vehicles to improve vehicle utilization by reducing number of pool vehicles and using for local travel and specific job functions

2004 Goals

- Continue to meet or exceed procedures for assignment, usage and replacement of state vehicles
- Continue to reduce the number of pool vehicles with over 100,000 total miles in order to reduce maintenance and usage costs
- Schedule surplus of two high mileage vehicles in FY'04
- Participate in the Fleet Information System to track and monitor vehicle costs and usage

G. FLEET PROFILE

Department of Public Safety

Fleet Purpose

- Director's Office
 - Operate a carpool to be used by employees for mandatory monitoring of state and federal grants
 - Attending conferences and meetings
- State Emergency Management Agency (SEMA)
 - Respond to emergency situations
 - Training for city and county Emergency Management Directors
 - Preparedness and planning for city and county Emergency Management Directors
- Liquor Control
 - Enforcement and licensing of liquor establishments
- Missouri Veteran's Commission (MVC)
 - Provide transportation for residents
 - Support and maintain residents and veteran's homes
 - Operate a carpool for employees
- Missouri Capitol Police (MCP):
 - Police patrol
 - Response to calls for police service
 - Traffic enforcement and parking enforcement
 - Security escorts
- Missouri Water Patrol (MWP)
 - Deliver law enforcement personnel with appropriate technical equipment to all areas of the state to achieve mission as defined by RSMO. Chapter 306
 - Emergency response such as floods, earthquakes, Homeland Security details and other similar missions
 - Operate a small pool of additional specialized vehicles that support the MSWP mission such as, dive response vehicles, Blood Alcohol content testing vans, evidence vehicles and radio telecommunications vehicles
- Division of Fire Safety (DFS)
 - Emergency response to fires and or explosions
 - Inspections of daycare and group homes
 - Maintain carpool for employees

G. FLEET PROFILE

Department of Public Safety

2003 Accomplishments

- Director's Office: reduced pool vehicles by one
- SEMA: reduced fleet by 10%
- Water Patrol: reduced fleet by 105 to 104 vehicles
- Fire Safety:
 - Reduced fleet by 4 vehicles
 - Moved low mileage vehicles to higher usage areas
 - Track pool vehicle usage closer
- Highway Patrol: Reduced excessive mileage reimbursement by making the following vehicle assignments
 - Five vehicles were purchased and assigned to civilian employees receiving mileage reimbursement in excess of 15,000 miles per year
 - Five underutilized civilian assigned vehicles were reassigned to other civilian employees receiving mileage reimbursement in excess of 15,000 miles per year
- Capitol Police: Reduced fleet to four vehicles and no longer has any administrative use vehicles.

2004 Goals

- Director's Office: made pool vehicles available to other DPS divisions to use
- Highway Patrol: reduce pool vehicles to be compliant with the State Vehicle Policy
- SEMA: reduce the number of underutilized vehicles
- Fire Safety
 - Replace older higher maintenance cost vehicles (if budget allows)
 - Continue to monitor pool vehicles for usage and mileage
- Capitol Police: Replace one vehicle with Homeland Security Grant from SEMA

G. FLEET PROFILE

Department of Revenue¹

Fleet Purpose

- Transportation of agency staff while conducting state business
- Operate a carpool used by agency staff
- Function specific vehicles used for transporting license plates, mail, etc.

2003 Accomplishments

- Reduced fleet size by one vehicle
- Reassigned five vehicles to improve vehicle utilization

2004 Goals

- Continue to reduce fleet size
- Continue to monitor the vehicle fleet and reassign vehicles to improve utilization when necessary

¹ The Missouri Lottery and the State Tax Commission are reported separately.

G. FLEET PROFILE

Department of Social Services

Fleet Purpose

- Direct services to the public (rehabilitation services for the blind)
- Support and maintain direct services to youth and families (youth homes, case management and aftercare services, child abuse/neglect investigations/interventions)
- Investigations of child fatalities, Medicaid and IM (welfare) fraud
- Operate a carpool used by employees of the Department of Social Services (DSS)

2003 Accomplishments

- Reduced fleet and transferred underutilized vehicles
- Transferred all vehicle data to State Fleet Information System
- 100% compliance with Gateways Clean Air Act emissions testing for DSS vehicles and reporting
- Replaced 19 passenger vans with safer mini buses
- Revised and issued new DSS vehicle policy to meet the State Vehicle Policy including maintenance schedules
- Promoted alternative fuels for the FFV vehicles

2004 Goals

- Further reduce the number of underutilized vehicles
- Find funding to replace aging vehicles with high mileage
- Further educate and encourage alternative fuel purchases and usage (Ethanol) in flexible fuel vehicles
- Replace 22 more passenger vans with safer mini buses at youth facilities
- Continue strict enforcement of vehicle maintenance schedules

State Vehicle Policy Compliance

The Department of Social Services is in compliance with the State Vehicle Policy.

G. FLEET PROFILE

Department of Transportation

Fleet Purpose

Comprised of passenger vehicles, utility trucks, aerial units, dump trucks, sweepers and various types of off-road construction equipment to construct and maintain the state's highway system

2003 Accomplishments

- Began review of all equipment classes to ensure the “right-sizing” of the fleet
- Identified 209 tractors and 52 motor graders for elimination from the fleet
- Increased number of alternative fueled vehicles from 240 to 356 in 2002
- Opened department's second E-85 station in Jefferson City
- Increased use of biodiesel (B-20) by 172,275 gallons
- Completed first sale of excess EPA credits resulting in over \$12,000 in revenue to MoDOT from the Biodiesel Revolving Fund

2004 Goals

- Increase awareness of MoDOT employees of alternative fuels and alternative fuel capable vehicles
- Develop partnerships and explore options for acquiring hybrid-electric vehicles in the fleet
- Increase availability of alternative fuels to our fleet
- Increase the number of alternative fuel vehicles in the fleet
- Ensure procedures are established to comply with RSMo. 414.365

G. FLEET PROFILE

Missouri Lottery

Fleet Purpose

- Promote the Missouri Lottery by traveling to meet with retailers and sponsoring promotional events
- Sales routes
- Maintenance and delivery of Lottery materials
- Support regional offices located in Kansas City, St. Louis, Springfield and Jefferson City

2003 Accomplishments

- Modified replacement policy to surplus vehicles at 70,000 miles instead of 60,000 miles
- Eliminated commuting and assigned vehicles that were not in compliance with the State Vehicle Policy
- Reduced the size of the vehicle fleet

2004 Goals

- Further reduce the number of pool vehicles to become compliant with the State Vehicle Policy
- Eliminate underutilized vehicle
- Continue to review safety in vehicle usage
- Explore opportunities to increase resell value on surplus vehicles
- Continue to review overall vehicle usage

G. FLEET PROFILE

State Tax Commission

Fleet Purpose

- Delivery and transport vehicles
- Provide a pool of vehicles in Jefferson City for transportation of agency staff for statewide travel.
- Travel to counties to perform appraisals for ratio studies
- Travel to assist county assessors

2003 Accomplishments

- Reassigned under utilized vehicles
- Converted fleet data into the new State Fleet Information System

2004 Goals

- Continue to comply with the State Vehicle Policy
- Encourage alternate fuel purchases

APPENDIX A

Fleet Management History

The following is a brief chronological summary of relevant fleet management initiatives from 1997 – 2002.

1997 – 1998

Under the direction of the Lt. Governor's Office, the Council on Efficient Operations (CEO), Vehicle Maintenance and Management Team made the following recommendations:

1. Develop and implement a collaborative plan for purchasing, replacing and re-marketing state vehicles
2. Implement a standard vehicle tracking policy and method
3. Implement a standard vehicle assignment and use policy
4. Develop and implement a comprehensive maintenance program for all state vehicles
5. Implement a fuel program, utilizing an electric fuel card to be used by all state vehicle fleets
6. Standardize the decision process when selecting vehicle travel methods (personal, state, or rental)

The CEO team published the following documents
(<http://www.ltgov.state.mo.us/ceo/projects/vehicle/vehicle.html>):

- *Vehicle Management & Maintenance, Opportunities to Improve the State of Missouri's Vehicle Fleet Efficiency.* August 20, 1997.
- *Vehicle Management in State Government, An Analysis of Practices and Methods.* January 1998.

2001

State Fleet Management Audit Released

State Auditor, Claire McCaskill, issued an audit of State Fleet Management Report Number 2001-94 (<http://www.auditor.state.mo.us/press/2001-94.pdf>) recommending the Office of Administration set statewide policy for fleet management to include the following requirements:

1. Minimum mileage use requirements
2. Vehicle replacement policies, including replacement thresholds by vehicle type
3. Vehicle purchasing and budgeting procedures
4. Preventive maintenance, including maintenance schedules

APPENDIX A

Fleet Management History

5. Allowable and unallowable uses and the records required to account for such use
6. Justification for assigning vehicles to individuals
7. Justification for commuting

State Fleet Management Task Force Formed

In response to the State Auditor's report, the Office of Administration convened an interagency State Fleet Management Task Force to develop and recommend a state vehicle policy governing the acquisition, assignment, maintenance and use of state vehicles.

2002

State Vehicle Policy Issued

The Commissioner of Administration issued the State Vehicle Policy (Appendix B) in January 2002. Issuance of this policy satisfied a number of recommendations made by the State Auditor and the House Interim Committee on State Fleet of Motor Vehicles and Airplanes. It also met the Commissioner of Administration's responsibility under Section 37.450 RSMo to issue policies governing the acquisition, assignment, use, replacement and maintenance of state-owned vehicles.

House Interim Committee Releases Report

The House Interim Committee on State Fleet of Motor Vehicles and Airplanes issued a report (<http://www.house.state.mo.us/bills01/intcom01/fleet.htm>) on February 5, 2002 recommending the establishment of a statewide fleet management program under the Office of Administration to encompass the following:

1. A standard vehicle tracking system
2. A central revolving fund within the Office of Administration to retain funds for the purpose of purchasing vehicles
3. A comprehensive maintenance program
4. A policy to ensure state vehicles are used solely for state business
5. Annual safety inspections of all vehicles
6. Compliance of all state purchasing policies
7. Annual reporting of the state fleet
8. Standardize the decision process for selecting vehicle travel methods
9. Establish a standardized policy on transporting personnel

APPENDIX A

Fleet Management History

Fleet Management Legislation Signed Into Law

Governor Bob Holden signed HB 1270 and 2032 (Appendix F) on July 11, 2002 creating a Fleet Management Program within the Office of Administration.

State Fleet Manager Appointed

The State Fleet Manager was appointed on August 1, 2002.

Fleet Management Advisory Committee Formed

The Fleet Management Advisory Committee (FleetMAC), a committee of representatives from all state agencies, began its work on August 8, 2002. See Section C for more information.

Efforts Begin to Determine Agency Compliance with the State Vehicle Policy

In August 2002, the Office of Administration, Division of General Services issued a questionnaire to state agencies to determine compliance with the State Vehicle Policy. See Section E for further information.

State Fleet Management Website Developed

The State Fleet Management website was developed in August 2002 and is available at <http://www.oa.state.mo.us/gs/fm/index.htm>. The website serves as a resource for agency fleet managers and provides information on statewide fleet initiatives.

Fleet Information System Requirements Finalized

In October 2002, the Office of Administration, with the assistance of FleetMAC, finalized system requirements for the Fleet Information System required under Section 37.450 RSMo.

APPENDIX A

Fleet Management History

Commissioner White Calls on State Agencies to Review Fleet Assignments and Reduce Fleets Accordingly

On November 14, 2002, Jackie White, Commissioner of Administration, communicated the results of the State Vehicle Policy Questionnaire to department directors. These results indicated each agency's level of compliance with the State Vehicle Policy (Section E) based on self-reported information and data. Additionally, the Commissioner called on state agencies to review their fleet assignments and determine if they are justified. She also conveyed her goal to reduce the number of assigned vehicles, on-call vehicles and overall size of the state fleet.

Fleet Information System Development Begins

The Office of Administration, Division of Information Systems began system development in December 2002.

APPENDIX B

Fleet Management Statutes

Governor Bob Holden signed HB 1270 and 2032 on July 11, 2002. The legislation was effective immediately.

Section 37.450 RSMo.

37.450. 1. As used in this section, the following terms shall mean:

- (1) "Commissioner", the commissioner of administration;
- (2) "Fleet manager", the state vehicle fleet manager created pursuant to subsection 2 of this section;
- (3) "State vehicle fleet", all vehicles used by the state or titled to the state for the purpose of conducting state business; and
- (4) "Vehicle", as defined in section 301.010, RSMo.

2. There is hereby created within the office of administration the position of state vehicle fleet manager. The fleet manager shall be appointed by the commissioner of administration pursuant to the provisions of chapter 36, RSMo.

3. The fleet manager shall institute and supervise a state fleet vehicle tracking system in which the cost of owning and operating each state vehicle is documented by the agency owning the vehicle. All state agencies shall report the purchase and the sale of any vehicle to the fleet manager and provide any additional information requested by the fleet manager in the format, manner and frequency determined by the office of administration. The fleet manager shall have the authority to suspend any agency's use of its credits established pursuant to section 37.452 if the agency does not comply with the requirements of this section or section 307.402, RSMo, until he or she is satisfied that such compliance is achieved.

4. The fleet manager shall submit an annual report to the speaker of the house of representatives, the president pro tempore of the senate and the governor before January thirty-first of each year. The fleet manager's report shall consist of the status of the state vehicle fleet and any recommendations for improvements and changes necessary for more efficient management of the fleet.

5. The office of administration shall establish guidelines for determining the most cost-effective and reasonable mode of travel under the circumstances for single trips from the following options: passenger rail, vehicle rental, fleet checkout and reimbursement for personal car use.

6. The commissioner shall issue policies governing the acquisition, assignment, use, replacement and maintenance of state-owned vehicles.

APPENDIX B

Fleet Management Statutes

7. Each agency shall pay a state vehicle fleet fee, as determined by the office of administration, for each vehicle it owns for the purpose of funding the state fleet vehicle tracking system and for other administrative expenses incurred in management of the state vehicle fleet. Any agency that owns at least one thousand vehicles shall receive a credit against the state vehicle fleet fee for the internal fleet management services performed by such agency, provided such agency furnishes all information required by the fleet manager.

8. State agencies shall be responsible for ensuring that state vehicles are used only for state business and not for private purposes.

Section 37.452 RSMo.

37.452. Provisions of section 37.090 notwithstanding, all proceeds generated by the sale of a surplus vehicle, except proceeds generated from the department of transportation, the department of conservation, the Missouri state highway patrol and all state colleges and universities may be deposited in the state treasury to the credit of the office of administration revolving administrative trust fund and credited to the state agency owning the vehicle at the time of sale. Upon appropriation, moneys credited to agencies from the sale of surplus state fleet vehicles shall be used solely for the purchase of vehicles for the respective agency.



STATE OF MISSOURI ADMINISTRATIVE POLICY

POLICY TITLE: State Vehicles	AUTHORIZED BY:
POLICY: SP-4	PAGE: 1 of 11
ISSUED: January 2002	REVISED: February 1, 2004

I. GENERAL STATEMENT

The purpose of the State Vehicle Policy is to ensure vehicles under the control of the state of Missouri are acquired, assigned, utilized, replaced and maintained in the most efficient and effective manner to conduct state business.

State vehicles shall be used for official business only, in accordance with Section 301.260 RSMo. The State Vehicle Policy shall further govern the usage of state vehicles. Agencies may adopt additional policies provided they do not conflict with the provisions of this policy.

This policy applies to all state agencies or other unit of the executive branch of state government.

Definitions

“State vehicle” means any licensed motor vehicle owned, rented, borrowed, or leased by the State of Missouri and used primarily to transport people or property over roads, highways or state property. Rental vehicles are considered state vehicles when rented by a duly authorized employee and while used for official state business.

“Official state business” or “state business” means any activity conducted in conformance to these rules and directed and controlled by a state agency to advance the lawful policies and purposes of the agency.

“Operator” means any authorized state employee, elected official, appointee or other individual as provided by law, who is in control of a state vehicle and who possesses a valid drivers license for the type of vehicle operated.

“Authorized passenger(s)” means state employees or other individuals involved in the conduct of state business.

“Agency” means a state department, office, board, bureau, commission or other unit of the executive branch of state government.

“Specialty use vehicle” means state vehicles especially equipped for a specific function or purpose.

“Commuting” means the authorized use of state vehicles by state officers or employees for the purpose of traveling between the employee’s official work station and residence. Commuting shall be of two types:



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“Exempt commuting” means that the employee is exempted from federal and state taxation reporting requirements. Included is “De minimus” use and work related use of a “Qualified non personal use vehicle” as defined by this policy.

“Reportable commuting” means that the employee is subject to federal and state taxation reporting requirements.

“Qualified non-personal use vehicle” is any vehicle the employee is not likely to use more than minimally for personal purposes because of its design including but not limited to:

- Clearly marked police and fire vehicles
- Unmarked law enforcement vehicles when used for authorized purposes by a full time law enforcement officer
- Delivery trucks with seating for only the driver
- Flatbed, dump and garbage trucks
- School and passenger buses with over a 20-person capacity
- Ambulances
- Specialized utility repair trucks
- Pickup trucks or vans with a gross vehicle weight rating of 14,000 pounds or less are also considered to be qualified non personal use vehicles if they are modified with permanently affixed state agency decals or insignia and meet one of the following requirements:

Pickup Trucks must be equipped with at least one of the following:

- a) A hydraulic lift gate
- b) Permanent tanks or drums
- c) Permanent side boards or panels that materially raise the level of the sides of the truck bed
- d) Other heavy equipment

Vans must be equipped with one of the following:

- a) Permanent shelving that fills most of the cargo area
- b) An open cargo area and the van always carries material or equipment used for state business

“De minimis” means the personal use of a state vehicle that is of so small a value that accounting for it would be unreasonable or administratively impractical. De minimis personal use does not include unauthorized use as defined in Section F: Vehicle Usage of this policy.



STATE OF MISSOURI ADMINISTRATIVE POLICY

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II. GUIDELINES AND PROCEDURES

A. Vehicle Records

1. All state vehicles owned by the state must be properly titled and licensed with the Missouri Department of Revenue.
2. To the extent possible, all direct costs of owning and operating state vehicles must be fully documented, including original purchase price, sale price, fuel, maintenance, and other expenses.
3. Vehicle usage logs must be maintained for each state vehicle and include the following information: name of driver, date(s) used, beginning and ending odometer readings, destination and purpose of use.
4. Appropriate managerial review of vehicle cost and use information should be conducted on a regular basis.

B. Vehicle Acquisition

1. In lieu of new or used vehicle purchases, agencies should first review utilization of existing vehicles to determine if vehicle reassignments would meet agency needs.
2. The State Fleet Manager must pre-approve all purchases of state vehicles with a Gross Vehicle Weight Rating less than 8,500 pounds with the exception of law enforcement pursuit vehicles operated by POST (Peace Officer Standards and Training Program) certified law enforcement officers. Prior to ordering vehicles, agencies shall submit order information in a format determined by the State Fleet Manager for review.
3. The expansion of agency vehicle fleets requires approval by the State Fleet Manager. Agencies must demonstrate a compelling need for expansion vehicles and that existing agency vehicles are utilized according to minimum utilization requirements outlined in this policy.
4. All state vehicles shall be purchased in accordance with Chapter 34, RSMo or other controlling statutes.



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5. Agencies shall comply with Section 414.410 RSMo establishing requirements for the acquisition of alternative fuel vehicles.
6. Agencies shall acquire vehicles consistent with budgetary intent.
7. Subject to availability of funds, replacement vehicles may only be purchased if current vehicles are being used according to minimum mileage requirements and it can be demonstrated that the:
 - a. Vehicle to be replaced was destroyed,
 - b. Cost to repair a damage vehicle is deemed uneconomical and the state's interest's would be better served by disposing of the vehicle rather than repairing it; or
 - c. Vehicle's age and/or mileage have rendered the vehicle in such condition that it cannot reliably, safely and/or economically serve its intended purpose or be used in a reasonable alternative capacity; or
 - d. Passenger vehicle to be replaced has reached a minimum of 7 years of age or 105,000 miles (whichever comes first). Passenger vehicles include sedans, station wagons, sport utility vehicles, light duty pickup trucks and minivans under 8,500 GVWR. Specialty use vehicles are exempt from these criteria.

C. Vehicle Maintenance

1. At a minimum, agencies should follow the manufacturer's recommended maintenance schedule for each vehicle.
2. Each agency must have a vehicle preventative maintenance policy listing the required maintenance activities for each class of vehicle the agency owns. Agencies may elect to follow the preventative maintenance schedules contained in Appendix A.
3. All maintenance and repairs performed on state vehicles must be documented and retained for the life of the vehicle.
4. The Office of Administration Vehicle Maintenance facility or other authorized state maintenance facility shall coordinate all repairs and maintenance on state vehicles owned by the state and primarily stationed in the Jefferson City area. Subject to agency policy, emergency repairs to these vehicles may be performed by another repair facility when the breakdown occurs outside the Jefferson City area. The OA Vehicle Maintenance Facility may issue waivers for specific vehicles, vehicle types and/or for certain repairs.



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D. Vehicle Assignment

1. Permanently assigned vehicles are dedicated to a single job function or individual based on travel needs for a semi-permanent time period. State vehicles shall not be permanently assigned unless they are assigned to:
 - a. An individual traveling more than 15,000 miles per year in the conduct of state business; or
 - b. Job functions/employees requiring specialty use vehicles; or
 - c. Job functions requiring frequent transportation in the performance of specific duties (e.g. mail, delivery, facility support vehicles, etc.); or
 - d. A person specifically identified by a department director or agency head. The department director or agency head must determine there is a compelling benefit to the state and document in writing that they support and approve of the assignment.
2. Pool vehicles are general use vehicles available for temporary assignment to multiple individuals.
 - a. Pool vehicles should average at least 15,000 miles per year.
 - b. Pool vehicles should be used when available and where more cost effective than other options.

E. Commuting in State Vehicles

1. State vehicles may not be used in a commuting capacity solely by virtue of an employee's position or for non-de minimis personal benefit as defined by the Internal Revenue Service.
2. Exempt commuting shall not be allowable in state vehicles unless:
 - a. The employee works from his/her home and the agency head has determined that it is unreasonable for the employee to pick up and drop off the vehicle each day, or;



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- b. The employee is subject to 24-hour call and must operate a qualified non-personal use vehicle.
 - c. It occurs in conjunction with official travel and is considered occasional and de minimis.
3. Reportable commuting where there is a compelling benefit to the state may only be permitted upon the recommendation of a department director or agency head and subsequent approval from the State Fleet Manager. Department directors and agency heads may not delegate this responsibility. State agencies must send a completed *Commuting Authorization Request Form* signed by the department director or agency head to the State Fleet Manager for approval.

F. Vehicle Usage

1. State vehicles shall be operated only for the performance of state business in accordance with Section 301.260 RSMo.
2. The operator of a state vehicle must be a state employee, elected official, appointee or other individual as provided by law, who possesses a valid drivers license for the type of vehicle operated. Contractors conducting state business may operate state vehicles provided they adequately indemnify the State of Missouri.
3. Only authorized passengers are permitted to ride in state vehicles. Non-state individuals such as volunteers, spouses, and children should not be passengers in a state vehicle unless they are involved in the conduct of business.
4. State vehicles are highly visible to the public and their use is scrutinized. Thus, poor driving manners and inappropriate use reflect on all state employees. Operators must exercise the highest degree of prudence and courtesy. The following are responsibilities of the operator while driving state vehicles or private vehicles on state business:
 - a. All occupants shall use safety restraints where equipped.
 - b. Established speed limits and all other traffic regulations must be followed. Parking and moving violation citations are the personal responsibility of the individual operating the vehicle at the time of the violation.



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c. Consumption of alcohol or use of illegal drugs is prohibited. Further, operators must not drive while under the influence of alcohol, illegal drugs or any other substance that impairs their ability to drive. Transportation of alcohol in state vehicles is prohibited except when necessary in the conduct of state business.

d. Use of tobacco products is prohibited in state vehicles.

State vehicles shall be used for state business only. Some examples of unauthorized use are:

- e. Travel to entertainment facilities.
- f. Sightseeing or trips for personal pleasure unless the trip is part of the official agenda for a business conference.
- g. Transporting family members, dependents or friends to school, daycare, medical appointments, social events or other personal activities.
- h. Conducting other personal business.

However, it is permissible to use a state vehicle for travel to meals or to attend to other necessities of the operator or authorized passenger when away from their official domicile on state business.

5. Agencies shall investigate complaints for alleged improper operation or use of a state vehicle. The operator may be subject to disciplinary action if the complaint is verified.
6. Liability to other persons (bodily injury and property damage) due to employee negligence in the operation of a state vehicle will be covered by the state, provided the employee was operating the vehicle while conducting state business. The operator assumes full responsibility for bodily injury and damages to the vehicle and/or third party damages if an accident occurs during any unauthorized use of a state vehicle.
7. Personal property in state vehicles is not insured for loss or damage by the state. Coverage for these items may be provided by the employee's personal insurance.



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8. Agencies should investigate accidents involving state vehicles in an effort to avoid reoccurrence. Employees found to have operated a vehicle in a careless manner or in violation of state law or departmental policy or procedures may be subject to disciplinary action.
9. State vehicles should not be used for out-of-state travel, unless specifically authorized by the agency.
10. Animals are not allowed in state vehicles unless they are transported in the conduct of state business or are required by a passenger's disability.

G. Safety

1. Vehicle operations:

- a. Operators of state vehicles or private vehicles on state business must adhere to applicable traffic laws and should operate the vehicle in a safe and attentive manner. The operator should avoid activity that may hinder safe operations such as inappropriate use of a cell phone; eating or reading while driving; and any other activity that may hinder the driver's attentiveness.
- b. Vehicle operators should follow the *Cellular Phone Usage Guidelines* contained in Appendix B.

2. Motor vehicle safety inspections:

At a minimum, all state vehicles owned by the state shall receive inspections in accordance with Section 307.350 RSMo and Section 643.315 RSMo.



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Preventative Maintenance Schedule

Day to Day:

1. Walk around the vehicle each day visually checking for body damage, lost/stolen license tags, tire condition and air pressures.
2. Check all under hood fluid levels at least every other fuel fill up.

Service Level I (5,000 miles or 3,000 miles for heavy-use vehicles):

1. The engine oil is to be drained from the crankcase and replaced with new quality energy conserving motor oil.
2. The oil filter is to be replaced with a new one that meets or exceeds the manufacturer's recommendations.
3. The air filter is to be cleaned or replaced.
4. The upper/lower ball joints and steering linkage is to be lubricated and inspected.
5. The tires are to be checked for proper air pressure and rotated according to the pattern set forth in the vehicle owner's manual.
6. A visual inspection for leakage, deterioration, or abnormal wear is to be made on the following components: drive belt(s), radiator and heater hoses, shock absorbers and/or McPherson struts, exhaust system, windshield wipers.
7. A check of all fluid levels, including but not limited to radiator, power steering, brake, transmission and windshield washer. Levels are to be topped off where necessary.
8. All running and turning lights will be checked and corrected if needed.

Service Level II (25,000 miles or 18,000 miles for heavy-use vehicles):

1. All items contained in Service Level I.
2. A "wheels off" inspection of all four brakes and components.
3. Rear wheel bearings are to be cleaned, inspected and repacked with a quality energy conserving grease.
4. Replace the air filter, fuel filter, PCV valve and spark plugs. The parts used are to meet or exceed the manufacturer's recommendations.
5. Change transmission fluid and filter.



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APPENDIX B

Safe Driving Practices

Cellular Telephone Usage Guidelines While Driving

Cellular telephone use is quickly expanding for employers during business travel. While the availability of cellular phones on the roadway has benefited in emergency calls, reporting congestion, etc., driver inattention and distraction has been implicated in some traffic accidents. Studies suggest that drivers who use car phones increase the risk of an accident. To improve the safety of employees, passengers and the public, driving guidelines have been developed for the use of cellular phones in vehicles.

- Always practice safe driving by buckling up, keeping your hands on the wheel and your eyes on the road.
- Be familiar with your cell phone features such as speed-dial and redial.
- Position your phone where it is easy to see and reach.
- Hands-free microphones are suggested while driving.
- Alert the person that you are speaking with that you are operating a vehicle.
- Use the manual dialing option only when stopped at a stoplight or pull off of the roadway.
- Ask the passenger to make the call for you.
- Use the speed-dialing feature for frequently called numbers.
- Allow your voice mail to pick up your calls when it is unsafe to answer the car phone.
- Do not use the cellular phone in distracting traffic conditions.
- Cease the use of cellular phone conversations during hazardous situations such as bad weather conditions or congested traffic.
- Never take notes while driving, pull off the road if you must write.
- Do not engage in stressful or emotional conversation while driving.
- Keep conversations brief and limited to business discussion.
- End the call without warning if the traffic situation warrants it.
- Stay in the slow lane while talking and do not pass other vehicles. Keep your driving maneuvers simple.
- If you see an emergency situation, pull to the side of the road to make the call to request assistance.



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Remember: safe driving is your first priority. Always assess the traffic conditions. Use the cellular phone when it is safe and convenient.

For more information on the safety of wireless communications in vehicles, visit the National Highway Traffic Safety Administration's website at www.nhtsa.dot.gov/people/injury/research/wireless/c6.htm.

APPENDIX D: STATE COLLEGE AND UNIVERSITIES

Licensed Vehicle Count

Vehicle counts for four year and two year state colleges and universities are listed below. This data was supplied by the Department of Higher Education.

Agency	Number of Vehicles
Central	169
Harris-Stowe	5
Lincoln	39
Missouri Southern	39
Missouri Western	50
Northwest	142
Southeast	162
Southwest	128
Truman	48
University of Missouri	1,233
Crowder College	27
East Central	2
Jefferson	20
Metropolitan	49
Mineral Area	32
Moberly	14
North Central	13
Ozarks Technical	3
St. Charles	5
St. Louis	64
State Fair	11
Three Rivers	7
Linn State	84
<i>TOTAL</i>	<i>2,346</i>